

STATE OF SOUTH CAROLINA
State Budget and Control Board
GENERAL SERVICES DIVISION

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1201 MAIN STREET, SUITE 420
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-3880

M. RICHBOURG ROBERSON
DIRECTOR

May 29, 2009

Dear PROPERTY OWNER OR AGENT:

The South Carolina Department of Social Services is seeking office space in Charleston County. Attached is a summary of requirements (proposal requirements and lease criteria). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to Gus Hoffmeyer, III.

All proposals must be received in the Real Property Services office on or before **5:00 PM, June 12, 2009 in duplicate**.

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

A handwritten signature in black ink, appearing to read 'Lisa H. Catalanotto'.

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

LHC/jlm
Enclosures

REQUEST FOR LEASE PROPOSAL

ISSUE DATE: MAY 29, 2009
STATE AGENCY NAME: SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
RETURN PROPOSALS TO: GUS HOFFMEYER, III
GENERAL SERVICES DIVISION
REAL PROPERTY SERVICES
1201 MAIN STREET, SUITE 420
COLUMBIA, SOUTH CAROLINA 29201
PHONE: (803) 737-0745 FAX: (803) 737-0689 E-MAIL: ghoffmeyer@gs.sc.gov

PROPOSAL DUE: JUNE 12, 2009 BY 5:00 PM

ALL PROPOSALS MUST BE IN WRITING AND SUBMITTED **IN DUPLICATE**. PROPOSALS MAY BE FOR PROPERTY WHICH MAY OR MAY NOT REQUIRE BUILDING ADDITIONS OR IMPROVEMENTS. PROPOSALS MAY BE FOR PLANNED CONSTRUCTION WHEREBY PROPOSER, ON THE DATE OF ISSUE, BY DEED, CONTRACT, OR OPTION, CONTROLS A SPECIFIC SITE AND HAS A SITE PLAN WHICH DEPICTS PARKING AND BUILDING DIMENSIONS; HOWEVER NO BUILD-TO-SUIT OR DESIGN/BUILD PROPOSALS MAY BE SUBMITTED. ANY PROPOSAL FOR PLANNED CONSTRUCTION MUST INCLUDE A COPY OF THE SITE DEED, CONTRACT OR OPTION AND THE SITE PLAN. ALL PROPOSALS MUST SPECIFY FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET, ANNUAL RENT, RATE PER RENTABLE SQUARE FOOT, AND MUST LIST THOSE SERVICES AND UTILITIES INCLUDED IN THE ANNUAL RENT.

LEASE CRITERIA

RENTABLE AREA (SF): 20,000 ±

NUMBER OF EMPLOYEES: 80

COUNTY: CHARLESTON

RATE (SQ FT): MARKET RATE OR BELOW – TO INCLUDE OPERATING EXPENSES AND CONSTRUCTION COST

PROPOSED USE: OFFICE – OFFICE OF CHILD SUPPORT ENFORCEMENT AND ADOPTION

PREFERRED LOCATION: WITHIN NORTH CHARLESTON CENTRAL BUSINESS DISTRICT

TERM OF LEASE: FIVE (5) YEARS
STANDARD STATE LEASE MUST BE USED

EXPECTED OCCUPANCY DATE: JANUARY 1, 2010

PARKING REQUIREMENTS: 90 EMPLOYEE PARKING SPACES AND 50 VISITOR PARKING SPACES (140 TOTAL)

SPECIAL NEEDS REQUIRED:

- *PROPERTY MUST BE BARRIER FREE, HAZARD FREE AND SMOKE FREE
- *MUST MEET ZONING REQUIREMENTS FOR PROPOSED USE
- *ECONOMICAL AND EFFICIENT SPACE UTILIZATION
- *ACCOMMODATE HOURS OF NORMAL OPERATION (WEEKDAYS 8:00AM-5:00 PM)
- *24 HOUR ACCESS TO SPACE
- *HVAC, ELECTRICAL AND ELEVATOR SERVICE DURING NON-BUSINESS HOURS
- *INCLUDE PORTABLE FIRE-EXTINGUISHERS AND MAINTENANCE CONTRACT IN ACCORDANCE WITH NFPA-10
- *IF MULTI-STORY BUILDING, MUST BE ABLE TO SUPPORT HIGH DENSITY FILE SYSTEM

SPECIAL NEEDS PREFERRED:

- *ON PUBLIC TRANSPORTATION ROUTE